

Applying for a Transient Vendor License

Pursuant to City Ordinance 8-88, you must obtain a license before operating as a Transient Vendor in Somerville. Generally, a license is required to sell merchandise on a temporary basis from a tent, booth, or other structure.

TERM:

- The license expires on December 31 and is awarded for no more than one year.

APPLICATION CONDITIONS:

- You must apply online.
- You must have a Transient Vendor License issued by the State Division of Standards
- The premises must be suitable pursuant to the building code and the zoning code.
- You must be deemed a suitable entity by the Police Department.
- If you are selling food or drink, your application must be approved by the Inspectional Services Department's Health Division.
- If you are using propane or any other flammables material, your application must be approved by the Fire Prevention Bureau.
- If you are using a scale or any other measuring device, your application must be approved by the Sealer of Weights and Measures.
- You must obtain a City and County Licenses and Permits Bond in the amount of \$5,000, or designate the City of Somerville as an Additional Insured on your business liability insurance.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$165.00 annual license fee, paid after the application is approved.


ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- A lease or other documentation of your access to the premises.
- A Massachusetts Transient Vendor License.
- A City and County Licenses and Permits Bond in the amount of \$5,000, or a Certificate of Insurance showing the City of Somerville as an Additional Insured on your business liability insurance.
- A CORI Form (download the form when you apply).
- Two professional letters of reference.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the  logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Transient Vendor."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."

OR

- Select “An additional license for an existing business” if your business is licensed in Citizenserve.
 - At “License #” select a license you’ve received before.
- Answer the remaining questions.
- At Contacts, select a contact you’ve already entered, or, if you want the license mailed to a different address, select “Enter a new contact” and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

LICENSE CONDITIONS:

- The Licensee shall submit an updated list of the names and ages of all employees who will be working under this license to the City Clerk, whenever new employees are hired. If the Applicant is an organization engaged in charitable work or a post of any incorporated veterans organization, no person under 16 years of age shall act as an agent of the Applicant.
- The Licensee shall set out a trash receptacle for the use of customers while engaged in sales. Said receptacle, and all papers, garbage and litter shall be removed by the Licensee when they are no longer engaged in sales.
- The Licensee shall clearly display the prices and conditions of sale for all items to be sold.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.